



The Yoga Connection

POLICY CATALOG

EFFECTIVE MARCH 2019

Hatha Yoga Teacher Training & Personal
Growth Intensive: 200-Hour (HTTI-200)

Advanced Hatha Yoga Teacher Training
& Personal Growth Intensive: 300-Hour
(HTTI-300)

REGISTERED WITH YOGA ALLIANCE (RYS)

APPROVED TO CERTIFY QUALIFIED VETERANS FOR GI BILL®
BENEFITS

APPROVED FOR MYCAA SCHOLARSHIP



The Yoga Connection

POLICY CATALOG

EFFECTIVE MARCH 2019

© 2009 (revised 2019) The Yoga Connection, Inc. All rights reserved.

No part of this publication may be reproduced, placed on mechanical retrieval system, transmitted in any form by electronic, video, laser, mechanical photocopy, and recording means or otherwise in part or in whole, without written permission of the publisher.

TABLE OF CONTENTS

Welcome to the Yoga Connection.....	3
Location and Hours	4
Code of Ethics.....	5
Our Staff and Faculty.....	6
Instructor and Group Leader Bios.....	7
Hatha Yoga Teacher Training & Personal Growth Intensive: 200-Hour.....	9
Course Introduction and Overview.....	9
Course Descriptions and Hours.....	9
Required Texts, Supplies and Recommended Reading.....	11
Program Cost and Payment Options.....	11
Advanced Yoga Teacher Training & Personal Growth Intensive: 300-Hour.....	12
Course Introduction and Overview.....	12
Course Descriptions and Hours.....	12
Required Texts and Supplies.....	14
Program Cost and Payment Options.....	14
General Information and Policies.....	15
Admission Procedure.....	15
Admission Requirements.....	15
Attendance Policy.....	16
Calendar Year.....	16
Requirements to Teach Yoga.....	17
Employment Opportunities.....	17
Educational Delivery Systems.....	17
Student Services.....	18
Library Resources.....	18
Change of Address.....	18
Concerns and Complaints.....	18
Valuables.....	18
Academic Policies.....	18
Grading Policy.....	18
Graduation Requirements.....	19
Leave of Absence.....	19
Make-up Classes.....	20
Student Records.....	20
Probation Policy.....	20
Termination Policy.....	20
Appeal.....	20
Tuition Refund Policies.....	21
Cancellation and Refund Policies.....	21
Scholarship Policies and Criteria.....	22
Work-Study.....	22
Work-Study Refund Policies.....	23
Tuition Payment Policy.....	23
Tuition Delinquency Policy.....	23
Continuing Education Courses.....	24
Admission Requirements.....	24
Cancellation and Refund Policies.....	24
Back Care Yoga Teacher Training.....	24
Chair Yoga Teacher Training.....	24

Kid Yoga Teacher Training.....	24
Prenatal Yoga Teacher Training.....	25
Restorative Yoga Teacher Training.....	25

WELCOME TO THE YOGA CONNECTION!

Dear Friend in Yoga,

We extend a warm welcome to you as you embark on the journey of a lifetime! The Yoga Connection is a 501(c)3, non-profit organization serving the Tucson community under the direction of Priscilla Potter (Swami Maha-Tarananda) since 1987. Our mission is to serve all those who seek to learn Hatha Yoga, meditation and the Kriya Yoga teachings.

Our Hatha Yoga Teacher Training and Personal Growth Intensive: 200-Hour has trained hundreds of students for over 20 years. Over the years we have refined and enhanced our program to meet the needs of our students. We are especially proud of our assisting/mentorship program that allows aspiring teachers to ease their way into teaching and to learn from highly skilled instructors – hands on! Our entire yoga community is involved in this process.

We offer an Advanced HTTI: 300-Hour program. The advanced program is a natural continuation of yoga studies for students clearly dedicated to yoga and teaching. The program will guide participants in integrating the many aspects of yoga to better serve their students, improve their teaching experience and enhance their personal practice. The 300-Hour HTTI provides over 300 hours of training beyond the 200-Hour training.

Our HTTIs meet and exceed the standards set by Yoga Alliance, a national registry organization for yoga teachers and schools. Upon graduation, students are qualified to register as a yoga teacher at the 200 or 500 level. Continuing education units (CEUs) are required to keep Yoga Alliance registry current and The Yoga Connection also provides many approved courses at a special discount to our HTTI graduates.

The Yoga Connection's Hatha Yoga Teacher Training is not accredited by any nationally recognized accrediting association.

As a courtesy to prospective students, we provide 30-minute individual meetings and one-hour informational group meetings. Call today to find out when the next group meeting is scheduled or to schedule your individual appointment.

In the Ever-expanding Light of Yoga,

Your friends at The Yoga Connection

LOCATION AND HOURS

ADDRESS

The Yoga Connection
3929 E Pima Street, Tucson, AZ 85712

BOOKSTORE/FRONT DESK HOURS

Monday - Friday: 9am-5:30pm
Saturdays: 9am-1pm or later**
Sundays: 8:30-11:00am or later**

**Closing time will vary depending on workshop schedule; call for times.

The Yoga Connection is approximately 30,000 square feet and is located in central Tucson on Pima Street, at the northeast corner of Alvernon Way. Our two beautiful yoga studios feature laminate hardwood floors and non-toxic paint. We also have a bookstore where students can purchase their required texts and yoga props at a 10% discount (with registration payment and enrollment contract).



YOGA ALLIANCE CODE OF ETHICS

Our code of conduct is a declaration of acceptable ethical and professional behavior by which all registrants agree to conduct the teaching and business of yoga. It is not intended to supersede the ethics of any school or tradition but is intended to be a basis for yoga principles. As a RYT, E-RYT or representative of a RYS, I agree to uphold the following ethical principles:

- Conduct myself in a professional and conscientious manner. This includes, but is not limited to, ensuring that I live up to any commitments I make to my students or to the public, and ensuring that my practices and behavior conform to the representations I make about myself in holding myself out as a yoga practitioner who adheres to certain precepts.
- Acknowledge the limitations of my skills and scope of practice and where appropriate, refer students to seek alternative instruction, advice, treatment or direction.
- Create and maintain a safe, clean and comfortable environment for the practice of yoga.
- Encourage diversity by respecting all students regardless of age, physical limitations, race, creed, gender, ethnicity, religion or sexual orientation.
- Respect the rights, dignity and privacy of all students.
- Avoid words and actions that constitute sexual harassment or harassment based on other legal protected characteristics.
- Adhere to the traditional yoga principles as written in the yamas and niyamas.
- Follow all local government and national laws that pertain to my yoga teaching and business.

I understand that Yoga Alliance Registry may revoke my right to use the Registry Mark for cause, including failure to uphold the standards set forth in the code of conduct. Prior to revoking my right to use the Registry Mark, Yoga Alliance Registry will provide me notice of the basis for the potential revocation and an opportunity to respond in writing. After review of the evidence, Yoga Alliance Registry will issue a decision as to whether to revoke my credentials, based on its reasonable judgment of the evidence before it. I agree to hold Yoga Alliance Registry harmless for any losses or damage I may incur as a consequence of the revocation of my credentials.

OUR STAFF AND FACULTY

PRISCILLA POTTER, SWAMI MAHA-TARANANDA, E-RYT 500

Founder/Director
Primary Instructor
-200, 300 & CE

DR. MARTHA BERGNER, RYT 200

Board of Directors

BECKY THOMAS, E-RYT 500

Board of Directors

MARTHA TWICHELL, E-RYT 200, RYT 500

Board of Directors

MARY BETH HARALOVICH

Board of Directors

DAVID FOREST, E-RYT 500

Instructor - 200, 300

GARY PHELAN, RN, E-RYT 500

Instructor – 200, 300

ANTHONY TRIBE, PHD., E-RYT 200

Instructor – 200, 300

INSTRUCTOR BIOS

Priscilla Potter was trained as a yoga instructor at The Temple of Kriya Yoga in Chicago. She has taught yoga for more than 45 years and conducted The Yoga Connection Hatha Yoga Teacher Training program since 1992. Priscilla is the founder and director of the Yoga Connection, a nonprofit service organization dedicated to service through Yoga. Her inspirational and intuitive teaching style is supported by 40 years of training and over 35 years of teaching.

Gary Phelan graduated from The Yoga Connection's original HTTI program in 1992 and has taught yoga for 20 years. He's been on the HTTI teaching staff for 10 years. Gary brings to his teaching a gentleness and humor that makes the learning process easier. He has a thorough understanding and profound insight into the nature of Hatha Yoga. He has worked in nursing since 1976.

Becky Thomas started practicing yoga in 1992. She completed her 200-hour level teacher's training at the Yoga Connection in 2002. In 2005, Becky completed her training at the 500-hour level with the International Yoga College. Her area of special interest is Ayurveda, the traditional healing system of India. She incorporates her knowledge of Ayurveda into her yoga classes helping to balance and ground her students. She has studied yoga in India at the Krishnamacharya Yoga Mandiram. She continues to study at the Ayurvedic Institute in Albuquerque, NM.

David Forest's path began upon discovering the Yoga Connection in Summer of 2006. David returned to yoga after back surgery as a means to regain strength. The staff and atmosphere at the Yoga Connection soon led to the attendance and completion of the HTTI-200 in 2007. The joy of sharing this knowledge and how his practice has aided in his recovery and growth since the surgery was an unexpected bonus to his yoga practice and teaching. David completed the Yoga Connection's Advanced HTTI 300 training in 2012.

Martha (Marty) Twichell has been involved in fitness, wellness, holistic health and 12 step recovery since the late 1980s. Yoga was a perfect fit for her when she found the Yoga Connection and decided to go to "yoga school". The spiritual journey in a supportive place along with the physical challenge yoga brings have enhanced her life tremendously. She completed the 300-hour HTTI in July 2017 after completing the 200-hour in 2013. She is a registered E-RYT 200 and YACEP through the Yoga Alliance.

Anthony Tribe has been practicing and teaching yoga since the 1970s. He has a doctorate in Indian religious and philosophical traditions from Oxford University, and taught for seven years at the University of Montana where he was a professor of Asian Studies. Anthony was a faculty member of the Providence Institute, Tucson, where he combined his academic and Yoga backgrounds to teach Sanskrit, Yoga Philosophy and the Bhagavad Gita in their Yoga Teacher Training program. At present he teaches yoga and Sanskrit, leads workshops on the Yoga Sutras, and works as an independent scholar.

Dr. Martha Bergner received her doctorate in chiropractic from Life Chiropractic College-West, and a bachelor's degree in Medical Technology from the University of Wisconsin. She had an active private chiropractic practice for 19 years in Tucson, Arizona. She completed her 200-hour yoga teacher's training in 2016.

LIST OF PROGRAMS

Hatha Yoga Teacher Training and Personal Growth Intensive : 200-Hour

200 clock hours

Details and description begin on page 9

Advanced Hatha Yoga Teacher Training and Personal Growth Intensive : 300-Hour

300 clock hours

Details and description begin on page 12

HATHA YOGA TEACHER TRAINING & PERSONAL GROWTH INTENSIVE: 200-HOUR

COURSE INTRODUCTION AND OVERVIEW

"To Teach Is to Learn" Make the rewarding transition from student to teacher. Our course provides extensive hands-on training and the necessary tools and techniques to teach a wide variety of students.

If teaching yoga, deepening your practice and being a service speaks to you, we invite your to look more closely at our program.

The progression from Hatha Yoga student to Hatha Yoga teacher can be an important step in your path of personal growth. Become part of the sacred process of sharing this teaching with others. Graduates will leave the training with the skills they need to teach public yoga classes and will also be eligible for immediate registration through Yoga Alliance as an RYT-200.

A well-rounded curriculum with emphasis on:

- Alignment and safety in asana
- Methods for sequencing asanas and class planning
- Adapting the asanas to the individual
- Yoga for people with special needs
- The Yoga Sutras & the Eight Stages of Yoga
- An overview of the entire yoga system
- Subtle Anatomy: understanding the chakras, nadis and energy
- Pranayama and breathing practice
- Meditation theory and practice
- Effective stress management
- Communication skills for yoga instructors

A very supportive program including:

- Qualified and experienced instructors and mentors
- Participation in small core group of three to five students with one mentor
- Peer teaching and constructive feedback from peers and instructors
- Assisting with skilled instructors in real classes
- An extensive training manual
- A weekend retreat to deepen your practice
- Teacher training website with access to additional materials and other useful tools

COURSE DESCRIPTIONS, CLOCK HOURS, & COMPLETION REQUIREMENTS

The Yoga Connection follows the basic core curriculum required by the Yoga Alliance, which includes mandatory categories of specific training or subject matter, all of which are to be completed at the Yoga Connection. The following is a description of each of those categories. Our program significantly exceeds them. All required hours are calculated by the clock hour.

I. TECHNIQUES (T):

Total 100 hours

The Yoga Connection integrates Techniques with Teaching Methodology. Asana techniques are sequenced throughout the course according to the subtle anatomy to which they relate (chakras) and the physical anatomy they affect. They are reviewed when covering principles for teaching special populations and when working with specific types of postures (foundational postures, warm-ups, forward and backward bends, inversions, twists and restorative postures). Pranayama, meditation, and mantra techniques are taught individually, as well as integrated into asana teaching and practice.

II. TEACHING METHODOLOGY (TM):

Total 25 hours

Teaching Methodology includes effective communication, principles of demonstration, teaching styles, and methods for adjusting students. Learning styles are considered, including the needs of kinesthetic, auditory and visual learners. Principles of teaching special populations are covered, as are the needs of yoga students with various body types and experience levels. Emphasis is placed on posture analysis and correcting alignment issues with consideration of students' safety, dignity and self-esteem.

III. ANATOMY AND PHYSIOLOGY (AP):

Total 25 hours

This category includes physical AP (body systems), and subtle AP (chakras, nadis, doshas). Techniques affecting these areas are integrated into the instruction. Students with special needs related to anatomical or physiological issues are discussed. Yoga and nutrition is explored, as are cleansing techniques (shat kriyas). We attempt to integrate physical and subtle anatomy, relating both to the practice of yoga. Attendance of *Body Basics* and *Safety in Movement* (developed by Sue Ferguson) is a graduation requirement.

IV. PHILOSOPHY, LIFESTYLE AND ETHICS (PLE)

Total 35 hours

This area includes an overview of yoga sutras, the Eight-Limbed path, how yoga influences and is influenced by our lifestyle, the roles of karma and dharma, yoga and psychology, and some practice in daily living that create a yogic lifestyle. Since our program includes a strong Kriya Yoga influence, this is also addressed. Nutrition, Ayurveda, cleansing, journaling and other aspects of personal practice are explored. Independent readings are also encouraged although not included in our total PLE hours.

V. STUDENT TEACHING AND SUPPLEMENTAL EXPERIENCE

Total REQUIRED: 15 hours (Teaching)

Total STRONGLY RECOMMENDED: 60 hours (35 Attending & 25 Assisting)

To gain a fundamental knowledge of yoga, students should attend classes in addition to HTTI scheduled classes. Students should assist in the classroom setting with experienced teachers and teach independently under the guidance of experienced instructors. Students have one year from the end of the course to complete all their teaching requirements.

Attending: The recommended 35 hours must be taken at the Yoga Connection. Students are encouraged to pursue their practice elsewhere as well but these hours will not count toward the 35 hours. Upon enrollment students receive 20 (FREE) yoga classes, which will make up most of the requirement. Students may purchase 10 classes for \$50 through the end of the program.

Assisting: Students are to assist in four, four-week sessions (approximately 25 hours, including 2 weeks of observing prior to assisting). These hours should be done with Yoga Connection instructors with two or more years of teaching experience.

***Teaching:** 15 teaching hours are required. Students review class plans with their faculty advisor as well as discuss various aspects of the teaching experience. These hours do not have to be done at The Yoga Connection, unless you are using VA Benefits.

***Green Tara Service** is our community service requirement and is included in the Philosophy, Lifestyle and Ethical (PLE) hours. To satisfy the 15-hour requirement, students may find an organization (approval required) to volunteer with or volunteer with the Yoga Connection. The Yoga Connection gets many requests for lectures and presentations on yoga for schools, special needs groups, organizations and individuals.

**Students are required to maintain logs of their teaching and Green Tara Service hours to be handed in upon completion. Please note logs will not be returned to students. All hours must be*

completed prior to receiving a certificate. Attending and assisting hours are logged electronically. It is the student's responsibility to make sure they are checked in when attending or assisting.

REQUIRED TEXTS & SUPPLIES

Required Texts (see tuition guide for estimated book costs)

Yoga: Mind, Body and Spirit	Donna Farhi	2000
Spiritual Science of Kriya Yoga	Goswami Kriyananda	1992
Teaching Yoga	Mark Stephens	2010
Atlas of the Human Body	Takeo Takahashi	1994
The Injury-Free Yoga Practice	Steven Weiss	2013

PROGRAM COSTS AND PAYMENT OPTIONS BY PROGRAM

Base tuition	\$3,050
Registration Fee	\$200
Total Tuition	\$3250
<u>Books/Supplies</u>	<u>\$140 (estimated cost)</u>
Total Program Costs	\$3390

- **\$200 is due with signing of the enrollment agreement** (Includes application, registration & administrative fees) to secure a space in the program.
- Payments are accepted by cash, check or charge. Tuition to be paid in full by the end of the program.
- Discount options, 5% each, up to 10% (check all that apply, up to two options):
 - One of the following: teacher, student, military or senior (65+). *Valid ID required.*
 - Registration (with payment) at least two months before course start date.
 - Payment in full at least one month before start date.
- Balance of tuition options (please select one):
 - Payment in Full
 - Payment Plan - amount of payments will vary based on applicable discounts and length of payment plan. (Separate Payment Plan Addendum required for all payment plans):
 - Auto-pay; finance fee waived. Credit card required.
 - Manual payments. Requires a onetime \$100 finance fee and credit card on file.
 - Partial work/study available to a limited number of students. Separate application and payment plan addendum required. *Cannot be combined with early registration or early payment discount.*
 - G.I. Bill® (addendum required)/MyCAA Scholarship (with Certificate of Eligibility/MyCAA registration).

ADVANCED HATHA YOGA TEACHER TRAINING & PERSONAL GROWTH INTENSIVE: 300-HOUR

COURSE INTRODUCTION AND OVERVIEW

Your participation in this program provides you with an opportunity to expand your yoga teaching skills and abilities with 300-hours of training beyond your initial 200-hour training.

Advance Your Skills as a Teacher

- Experience new teaching methodologies and advance your understanding of anatomy, physiology and kinesiology
- Plan, develop and teach in a workshop format
- Gain deeper knowledge of back care, restorative, chair yoga and yoga for other special needs populations
- Learn to integrate meditation into your teaching and how to lead a basic meditation class

Deepen Your Commitment to Service

- Go *Beyond Asana* and learn how to take yoga off the mat
- Explore the possibilities of spiritual life through the inner stages of yoga and a deeper look at subtle anatomy
- Offer a community in need of Yoga your expertise as a teacher (see hours)

Further Your Personal Practice

- Study ancient yogic texts including the Yoga Sutras, the Upanishads and the Bhagavad Gita
- Study Kriya Yoga: the ancient science of the Soul
- Go beyond the basics of meditation: learn how to deepen your practice
- Learn Ayurveda, the ancient healing system of yoga

Grow Your Career

- The business of yoga: putting it out there through networking, free advertising and websites.
- Learn how to market yourself as a yoga teacher and the *business* of yoga

COURSE DESCRIPTIONS, CLOCK HOURS, & COMPLETION REQUIREMENTS

The Yoga Connection follows the basic core curriculum required by the Yoga Alliance, which includes mandatory categories of specific training or subject matter. The following is a description of each of those categories. Both our 200-hour and 300-hour programs significantly exceed them.

I. TECHNIQUES (T):

Total 100 hours

The Yoga Connection integrates Techniques with Teaching Methodology. Study of asana is continued both in learning how to teach people with special needs and limitations as well as students who have a more advanced practice. This section combines analytical training in how to teach and practice the techniques, and guided practice of the techniques themselves. Both areas receive substantial emphasis. In addition, students will deepen their meditation skills, practice the inner stages of yoga, and learn how to integrate these into a yoga class.

II. TEACHING METHODOLOGY (TM):

Total 35 hours

The principles of demonstration, observation, adjusting, instruction, teaching styles, qualities of a teacher, the students' process of learning, and business aspects of teaching yoga. Students will learn how to plan for and execute a workshop-formatted class, including: advertising, market research, teaching, cost effectiveness and level of success. Time will be given to fine tuning verbal skills, learning to sequence appropriately for clientele and enhancing focus for a particular class/workshop.

III. ANATOMY AND PHYSIOLOGY (AP):

Total 30 hours

This section includes a review of human anatomy and physiology as well as energetic, or subtle, anatomy, and an advanced understanding of how they relate to the general population and students with special needs. Students will learn about the specific anatomy and physiology principles involved in yoga for back care, restorative and the ageing.

IV. PHILOSOPHY, LIFESTYLE AND ETHICS (PLE)

Total 85 hours

This section provides an in-depth look at yoga philosophies, yoga lifestyle, and ethics for yoga teachers. This includes an exploration and examination of the Yoga Sutras, Ayurveda, the Upanishads and the Bhagavad Gita, and how to incorporate this knowledge into one's practice and teaching. Students will study these ancient texts to discover both how they relate to tradition of Yoga as well as the application of this age-old knowledge in modern life.

V. STUDENT TEACHING AND ELECTIVE HOURS

Total 50 hours: 10 Attending, 40 Elective

To gain a fundamental knowledge of yoga, and to enhance the students' skills, elective and practicum hours are required.

Attending: Students receive 10 classes at the Yoga Connection upon registration. Students are required to attend these classes to observe and experience other teaching styles (approximately 10 hours). Students may purchase additional classes at a discounted rate (\$50/10) through the end of the program.

Elective: Elective hours are designed to allow each student to choose their focus for the advanced training. A total of 40 hours are required and will be comprised of at least two subjects. Options may include Restorative Yoga, Kid Yoga, Prenatal Yoga, Yin Yoga, Vinyasa/Flow Yoga and Yoga Beyond Asana (philosophy).

Assisting: Students are encouraged to assist 8 hours. Two-four hours in each style of class the student focuses on. These hours must be done with HTTI faculty or Yoga Connection instructors with two or more years of teaching experience.

Teaching: Students are encouraged to teach 2-4 hours for each elective subject in that style/focus. Students are also required to teach a minimum of four hours of meditation, one Stress Management workshop and one workshop on a chosen subject.

***Students are expected to maintain logs of all their hours to be handed in upon completion. Please note the logs will not be returned to the students; please keep a copy for your records. All hours must be completed prior to receiving a certificate; students have one year from the end of the course to complete all requirements.*

REQUIRED TEXTS & SUPPLIES

Required Texts (see tuition guide for estimated book costs)

<i>Teaching Yoga</i>	Donna Farhi	2006
<i>Yoga: Mind, Body and Spirit*</i>	Donna Farhi	2000
<i>Spiritual Science of Kriya Yoga*</i>	Goswami Kriyananda	1992
<i>Philosophy and Methodology of Kriya Yoga</i>	Goswami Kriyananda	2009
<i>Beginners Guide to Meditation</i>	Goswami Kriyananda	2004
<i>Bhagavad Gita</i>	Goswami Kriyananda	1994
<i>(*or an alternative Bhagavad Gita)</i>		
<i>Intermediate Guide to Meditation</i>	Goswami Kriyananda	1995
<i>Advanced Guide to Meditation</i>	Goswami Kriyananda	2003
<i>Pathway to God Consciousness</i>	Goswami Kriyananda	1993
<i>The Comp. Book of Ayurvedic Home Remedies</i>	Vasant Lad	1999
<i>Relax and Renew</i>	Judith Lasater	1995
<i>Back Care Basics</i>	Mary Pulling Schatz	1992
<i>Teaching Yoga*</i>	Mark Stephens	2010
<i>Yoga: Disciple of Freedom (Yoga Sutra of Patanjali)</i>	Barbara Stoller Miller	1996
<i>Prakriti: Your Ayurvedia Constitution</i>	Robert Svoboda	1998
<i>The Injury-Free Yoga Practice*</i>	Steven Weiss	2013
<i>Integrative Alignment Yoga Therapy Manual</i>	Steven Weiss	2014

**These books are also required for the 200-Hour program.*

Recommended Texts (see tuition guide for estimated book costs)

<i>The Language of Yoga</i>	Nicholai Bacman	2005
<i>The Yoga Sutras of Patanjali</i>	Edwin Bryant	2009
<i>Yoga Gets Better with Age</i>	Lilias Folan	2005
<i>Yoga for Your Type</i>	David Frawley	2001
<i>Threads of Yoga: Remix of Patanjali's Sutras</i>	Matthew Remski	2012

PROGRAM COSTS AND PAYMENT OPTIONS

Base tuition	\$3850
Registration Fee	\$200
Total Tuition	\$4050
<u>Books/Supplies</u>	<u>\$300</u>
Total Program Costs	\$4350

TUITION PAYMENTS

- **\$200 is due with signing of the enrollment agreement** (*Includes application, registration & administrative fees*) to secure a space in the program.
- Payments are accepted by cash, check or charge. Tuition to be paid in full by the end of the program.
- Discount options, 5% each, up to 10% (*check all that apply, up to two options*):
 - One of the following: teacher, student, military, senior (65+), or HTTI Graduate. *Valid ID required.*
 - Payment in full before start date.
- Balance of tuition options (please select one):
 - Payment in Full
 - Payment Plan - amount of payments will vary based on applicable discounts and length of payment plan. (*Separate Payment Plan Addendum required for all payment plans*):
 - Auto-pay; finance fee waived. Credit card required.
 - Manual payments. Requires a onetime \$100 finance fee and credit card on file.
 - Partial work/study available to a limited number of students. Separate application and payment plan addendum required. *Cannot be combined with early registration or early payment discount.*
 - G.I. Bill® (*addendum required*)/MyCAA Scholarship (*with Certificate of Eligibility/MyCAA registration*).
 - Partial Yoga Connection Scholarship. Payment plan addendum required for balance.

GENERAL INFORMATION AND POLICIES

The following policies apply to HTTI 200 and 300, except where noted.

ADMISSION PROCEDURE

All students interested in learning about yoga, and teaching, are invited to apply to HTTI 200. Students who have graduated from a 200-hour yoga teacher training are invited to apply to our HTTI 300. Prospective students will be interviewed by members of the HTTI faculty prior to acceptance into these programs.

ADMISSION REQUIREMENTS

We require a minimum of ten hours of classes at the Yoga Connection prior to commencement of the program. Individuals over the age of 18, in good physical and emotional health with the potential to benefit from the program are welcome to apply. The ability to read English at an eighth grade level is also required.

Specific requirements for HTTI 200: Proficiency of the postures is not a prerequisite; however, we suggest a minimum of approximately fifty hours of yoga experience.

Specific requirements for HTTI 300: Students must have completed a 200-hour program.

ATTENDANCE POLICY

Although we encourage students to strive for 100% attendance, students are required to attend at least 95% of the course. In the event a student falls below the 95% attendance, he/she may be required to make up class time by either tutoring (at additional expense) with the instructor/teaching assistant or attending an appropriate make-up class approved by the instructor. Students are responsible for following up with the instructor all assignments, tests, hands-on evaluations and other work missed due to absences. Students that have not completed all course requirements may be considered incomplete until the course work is completed.

If a student is out of attendance for over 30 consecutive hours or 40 class hours total (whichever comes first) they will be considered out of compliance with the attendance policy and will be withdrawn from the program. If a student is withdrawn and wishes to re-enter, they will re-enroll and comply with the current program terms, tuition rate, and interview with the Director of Admissions or Director of Student Services to establish their compliance with completion standards. In the event that a student's education schedule is interrupted, the student must communicate with a Student Services Advisor to determine:

1. Whether the student needs to re-establish the student's completion date, or;
2. Whether the student needs to officially withdraw from the program and re-enroll at a future date.

In an effort to prepare students to enter into the workforce, the Yoga Connection holds student attendance and punctuality in high regard. As an institution committed to the success of each graduate, students are expected to arrive early so that they are set up for class when it begins, as would be expected in a working environment. Students arriving more than 20 minutes late for a course will be considered absent for the day.

CALENDAR YEAR

Fall Session

- 6 months: Runs September - March
- Meets Tuesday evenings, two Saturdays and one Sunday a month

Spring Immersion

- 24 days: March 1-24
- Meets every day for 24 days

Summer Immersion

- 24 days: June 1-24
- Meets every day for 24 days

Winter Immersion

- Two 12-Day Sessions: December 1-12 & February 1-12
- Meets every day for two 12-day sessions

One 300 HTTI program every other year as follows:

- Spring to Spring (i.e. April 2020-April 2021)

**The Yoga Connection reserves the right to delay and/or cancel program start dates due to low enrollment. Students are entitled to a full refund if they decide not to take the course because of the change. (See tuition refund policies).*

There will be no required classes on the following days:	
Labor Day Holiday	1 st Monday of September
Thanksgiving Day and Weekend	4 th Thursday in November through the Sunday

Christmas and Christmas Day	December 24 th and 25 th
New Year's Eve and New Year's Day	December 31 st and January 1 st
Martin Luther King Jr. Day	3 rd Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4 th

REQUIREMENTS TO TEACH YOGA

There is currently no requirement for yoga teachers to have either certification or licensure at the local, state, or national level. However, the yoga community, in an effort to standardize yoga teacher training, created the Yoga Alliance. Comprised of a board of long-time, well known yoga teachers, they developed a set of agreed upon standards for schools that teach potential yoga teachers. They are neither a certifying agency nor a licensure agency. Schools meeting their standards and required hours are considered "Registered Yoga Schools" or "RYS" and may be registered at the basic 200-hour level or the Advanced 300-hour level.

*Teacher trainees graduating from a Registered Yoga School (RYS) and receiving their teaching certificate from that program, automatically qualify to register with the Yoga Alliance as RYT's (Registered Yoga Teachers) at the level of their training. The Yoga Connection is a RYS at the 200 and 300-hour level, as designated by the Yoga Alliance. Both of our courses exceed the Yoga Alliance program requirements. Our students receive a certificate of completion and qualify to be RYT-200 or RYT-500 instructors, respectively. In order to apply as an RYT-500, the Yoga Alliance requires a minimum of 100 hours teaching experience. These include hours of teaching only after completion of a 200-hour training.

EMPLOYMENT OPPORTUNITIES

Yoga is found in yoga studios, and also in health clubs, resorts and spas, senior centers, schools, prisons, nursing homes, schools, youth groups such as Girl Scouts, and church groups. Tucson has an active yoga community with many opportunities for teaching both on a volunteer and paid basis.

Some of our graduates open their own studios. Others work with private clients, work out of chiropractic offices or holistic healthcare settings. Many of our students choose to attain their 300-hour level or take specialty programs for Yoga Therapy, Prenatal Yoga, Kids Yoga and more. The program is also designed to be a *personal growth intensive* and some students do not intend to teach but instead utilize the material they learn to enhance their own practice and personal growth.

Salaries vary widely depending on the type of program for which the graduate is teaching. Yoga studios have a variety of payment formats. \$15-\$25 per class is common and some, like The Yoga Connection, also offer classes in exchange for teaching. Private instruction payment for yoga ranges from \$25 to \$90 per hour.

EDUCATIONAL DELIVERY SYSTEMS

Our programs are solely class-based instruction at The Yoga Connection studio. For certain assignments, students will have the option of emailing the instructor to supply class plans and homework. The Yoga Connection highly encourages that all assignments turned in are typed. If a student does not have access to a computer, please notify student services so arrangements can be made.

STUDENT SERVICES

Students are supported and mentored by experienced Yoga Connection teaching staff throughout the program at a ratio of 1 staff to 5 students. Students will have the opportunity to meet individually with teaching staff as needed or desired by phone, email or in-person, by appointment. Teaching staff are prepared to mentor students' concerns, both academically and personally. In addition, students can contact our HTTI Coordinator.

LIBRARY RESOURCES

The Yoga Connection has several educational resources, books and DVDs available for students to borrow. Students have an implied responsibility to return the materials in the condition they were received. If they are not satisfactorily returned, students may be responsible for replacement.

CHANGE OF ADDRESS

It is the student's responsibility to notify student services of any change of address. It is very important that the Yoga Connection have the correct address, email and phone number for each student.

CONCERNS AND COMPLAINTS

Concerns and complaints should first be addressed with the faculty in question. An official complaint must be put in writing and either delivered or mailed directly to the Director of the School, 3929 E Pima Street, Tucson, AZ 85712. Any concern or complaint submitted in writing will be addressed within seven days. If further recourse is needed, the complaint will be forwarded to the Board of Directors. The Board has an open door policy and will make every effort to be available to listen to concerns and do what is best for all involved. This process will take no more than 14 days to be addressed from the submission of the initial complaint.

VALUABLES

The Yoga Connection is not responsible for the theft or loss of personal items or valuables. Please leave all valuables at home or locked in your vehicle. Lockers are not available to students. All personal items and valuables brought to class are done at the student's own risk. We can happily report we have not experienced any student-to-student theft.

ACADEMIC POLICIES

The following policies apply to HTTI 200 and 300, except where noted.

GRADING POLICY

Students are required to stay current with all assignments, including those not turned in, such as the study guide questions. All assigned work is vital to the progression of the course and will be discussed in class on the assigned day. Class plans and other assignments that are to be turned in will not receive a letter grade; these assignments are either approved (Pass) or handed back for correction in specified areas (Fail). Students must pass each exam with a grade of 80% or higher. Students failing to meet this requirement will be given the opportunity to retake exams. Students have a two-week period (14 days) in which they can retake exams and resubmit homework and class plans that have not passed. Students failing to complete work or who do not pass within the two-week period will be placed on Academic Probation.

A syllabus and course requirements will be handed out at the first meeting. Other areas evaluated will include knowledge, class participation, skill development, professionalism, appearance, and attitude. Methods of evaluation include oral quizzes, skill demonstration, projects, class participation and attendance. Students are expected to follow the Code of Professional Standards (see p. 5-8).

GRADUATION REQUIREMENTS

1. 95% class attendance. If students miss more than 10 hours they are required to attend additional workshops within the approved framework of The Yoga Connection at their own expense.
2. Anatomy and Physiology courses are required for graduation (HTTI 200: Body Basics and Safety in Movement; HTTI 300: Anatomy of Movement). Students who do not attend will need to make-up in the following session.
3. Documentation of required assisting, teaching, class/workshop attendance and karma yoga hours. The hours must be logged, turned in and approved. *Please note logs will not be returned to student; we advise making a copy.
4. Adherence to the Code of Professional Standards supporting the physical, mental and spiritual welfare of their students.
5. Completion of all required homework, including study-guide questions.
6. Completion and submission of required class plans and Closer Look assignments.
7. Satisfactory demonstration of teaching techniques via Closer Look, assisting teaching, and independent supervised teaching.
8. Successful completion of final exam(s) - 80% or higher.
9. All monies owed to The Yoga Connection must be paid in full.

*Graduation is approved by the Board of Directors on the faculty's advisement based on the above criteria. **Students have 6 months from the end of the course to complete graduation requirements**, unless an exception is granted. Any such communication must be submitted to the Board for review.*

LEAVE OF ABSENCE

Students needing additional time due to unforeseen circumstances may request a leave of absence (LOA), where the student is not considered withdrawn and no refund calculation is required. Unforeseen circumstances may include: military reasons, circumstances covered by the Family and Medical Leave Act of 1993, jury duty, or other unforeseen circumstances. They will need to resume classes when the successive HTTI commences. If the student has failed to resume classes when the successive HTTI commences, the student will be automatically withdrawn from the program.

The LOA will require an LOA re-enrollment form and a \$150 re-enrollment fee to be paid at the time of re-enrollment. LOA will be approved if the school determines there is reasonable expectation that the student will return. In addition, the student must follow The Yoga Connection's policy in requesting the LOA by providing a written, signed and dated request to the Board of Directors prior to the leave. If unforeseen circumstances prevent a student from providing a signed request, the student may submit the LOA within fourteen (14) days of their last day of attendance.

If the student's account is in good standing, they are not required to make payments during an LOA; however, if the student would like to continue to make their payments, they may do so. Payments must continue if the account is not up-to-date. This is determined based on the percentage of clock hours completed as compared to the percentage of tuition paid. The tuition percentage must equal or exceed the percentage of clock hours completed.

Students returning from LOA will be permitted to complete the coursework they began prior to the LOA. If a student does not return from an approved LOA on or before their scheduled date of return, their withdrawal date will be the last date of attendance. **LOAs will extend to no**

more than one year from the official withdrawal date. If the student wishes to continue after one year has passed, reenrollment as a new student will be necessary. All previously completed course work will be repeated. The student will be responsible for full tuition at the current rate.

MAKE-UP CLASSES & FEES

Make-up is defined as attending the same class that was missed at a later date. If there are no scheduled classes appropriate for a make-up, the student may be required to arrange a tutoring session with the instructor or teaching assistant at their own expense.

Please note: Students who miss more than 20 hours will be charged a \$75 administrative fee. Students missing more than 40 hours will be charged \$150 administrative fee.

STUDENT RECORDS

Students may review their academic and financial records by submitting a formal request to the Student Services Department. The Yoga Connection will not release student record information to any other individuals without the written consent of the student (P.L.93-380, Sec 438). Inquiries made as to the enrollment or graduation status of a particular student, by offices or agencies directly involved with the academic or professional industry, will be released without written consent of the student. Students receive a completion certificate once they have completed their practicum. The logs (submitted for approval) will be kept by the school. Students should make copies prior to handing them in. Any additional certificates are available at \$10 each. Student records are kept permanently.

ACADEMIC PROBATION POLICY

Students will be placed on Academic Probation in the event that they fail to complete homework assignments, projects or score less than 80% on quizzes or exams within the allotted time. Once on probation, students have 14 days (two weeks) to complete delinquent assignments and retake exams.

TERMINATION POLICY

Any student may be dismissed from the Yoga Connection HTTI programs prior to completion for the following reasons:

1. Failure to comply with the Attendance or Probation Policy.
2. Failure to comply with established Policies and Procedures.
3. Unprofessional behavior: cheating, theft, attending class under the influence of mind-altering drugs or alcohol.
4. Unlawful possession, distribution, or use of illegal substances.
5. Sexual misconduct, inappropriate sexual overtures or behavior discouraged within the Code of Ethics or the Code of Professional Standards.
6. Providing false information or falsified documents to the Yoga Connection.
7. Demonstration of physical/verbal/written abuse of anyone in the school community.
8. Failure to meet financial agreements and obligations.
9. Inability to maintain a professional and therapeutic sense of self and the inability to present that to his or her fellow students, administrators, instructors and potential clients in order to provide a safe environment for learning.
10. Failure to return to the HTTI program after LOA within the one-year grace period.

APPEAL

Every student has the right to appeal termination to the Board of Directors, including substantiating documents, within 7-calendar days of receipt of the notice of change of status. The Appeals Committee (Founder/Director, Director of Student Services, and two primary instructors) will respond within 10 business days of receipt of the appeal request. The decision of the Founder/Director is final.

TUITION REFUND POLICIES

The following policies apply to HTTI 200 and 300, except where noted.

CANCELLATION AND REFUND POLICIES

Rejection: An applicant that is not accepted into HTTI by the Yoga Connection is entitled to a refund of all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement is entitled to a refund of all monies paid. No later than 30 days after receiving the notice of cancellation, the Yoga Connection shall provide the 100% refund.

Other Cancellations: An applicant requesting cancellation more than three days after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, less the registration and the application fees of \$200

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:
 - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Director of the school. The notice is to indicate the expected last date of attendance and be signed and dated by the student.
 - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
 - C. A student will be determined to be withdrawn from the institution if the student has not attended any 30 consecutive days or class hours (whichever comes first).
 - D. All refunds will be issued within 30 days of the determination of the withdraw date.
2. Tuition charges/refunds:
 - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition less the registration and the application fees of \$200.
 - B. After the commencement of classes, the tuition refund less the registration and application fees of \$200. Amount shall be determined as follows:

Percentage of the class hours attempted*:	Tuition refund amount:
10% or less	90%
More than 10% and less than or equal to 20%	80%
More than 20% and less than or equal to 30%	70%
More than 30% and less than or equal to 40%	60%
More than 40% and less than or equal to 50%	50%
More than 50%	NO REFUND

**The percentage of the class hours attempted is determined by dividing the total number of class hours elapsed from the student's start date to the student's last day of attendance, by the total number of class hours in the program.*

Books, supplies and fees: Books purchased in our bookstore are non-refundable. The registration and application fee of \$200 is non-refundable, as are any applicable finance fees.

Refunds will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in the Attendance Policy, p. 23-24, and elsewhere in this catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

SCHOLARSHIP POLICIES AND CRITERIA

All scholarships are partial, and based on the availability of funds. Submitting an application for scholarship does not guarantee that you will receive one, nor does it accept you into our HTTI program.

Acceptance Scholarship application is for the following on-site programs only.

*Hatha Yoga Teacher Training & Personal Growth Intensive: 200-Hour

*Advanced Hatha Yoga Teacher Training & Personal Growth Intensive: 300-Hour

Criteria All scholarship applicants must demonstrate financial need to receive a partial scholarship award. Please fill out the Annual Household Income portion of this application as completely and accurately as possible in order to allow the Scholarship Committee to most accurately assess your level of financial need. Please note that you will also need to include a copy of your last filed tax return.

Application Deadlines Your application must be received at least 90 days prior to the program start date. You will be notified by email when your application has been received; approximately 30 days before the start of the program you will be notified about the status of your application. All applications deadlines are final. We are unable to consider applications received after the deadline.

Please Note Application for a scholarship and application for the HTTI programs are to be completed separately. If you are awarded a scholarship, a courtesy hold will be made for the program while you complete the HTTI application process. If awarded a scholarship, you have 14 days to complete the HTTI registration process and accept the scholarship; otherwise, the scholarship will be awarded to the next eligible applicant. Scholarships are awarded for the most current program running and may not be held for HTTI programs scheduled at a future date. Should you choose to attend a program scheduled at a future date, you will have to re-apply for a scholarship at least 90 days prior to the scheduled start date.

WORK/STUDY

The Yoga Connection offers students the opportunity to participate in work/study on a limited, temporary basis. \$10.50 per work/study hour will be applied toward up to 50% of tuition. Students who are interested in this type of temporary work can submit a work/study application. (Please note the refund policy pertaining to this credit – no cash refund is given for this credit.) All students are welcome to apply, but should keep in mind that the position calls for various duties, which include cleaning and tidying the studio, computer work, errands, checking students in, etc. Work/study is limited to two people each term and is decided based on the individual's professionalism and competence in the above areas. Students accepted into work/study are guaranteed 25% tuition trade. Once that is complete the student may request to extend it up to 25% more, which will be determined based on the student's performance as a work/study "employee", and the overall need of the studio for additional workers.

WORK/STUDY POLICIES

Refunds: Institutional work-study credit earned is not refundable. Work-study credits earned may only be used for, or applied to, tuition.

Requirement: Work-study persons must have attended classes at the studio for a minimum of two months (or five classes). Work-study student must work a minimum of four/week and at least one weekend shift/month for the duration of their work/study agreement, minimum four months commitment. Failure to meet this requirement may result in the student being released from the work-study program.

TUITION PAYMENT POLICY

It must be understood that if you default on any financial agreements your account will be turned over to an outside collection agency and you will be responsible for all finance charges of 10% on the unpaid balance, collection costs up to 50% of the outstanding balance at the time the account is placed with the agency, attorney fees, court costs and any other costs that may be incurred to enforce collection of any outstanding amount. Our intention is to help you by arranging liberal financial options. We do expect you to keep your commitments or natural consequences will apply. The agreement to pay the Yoga Connection for an in-house payment plan is as follows: Students who become delinquent on payments will have ten days to bring their account current. A \$25.00 charge for each NSF check will be assessed. If the school receives one NSF check, each subsequent payment must be payable by cashier's check, money order, etc.

Auto-pay is offered at no additional cost to students. A maximum of two changes may be made to the agreement. More than two changes may result in a \$100 finance fee.

TUITION DELINQUENCY POLICY

The Yoga Connection has enjoyed a history of success with student tuition payments; we discourage students from overextending themselves financially to attend school. In the event a student misses a scheduled tuition payment s/he is notified within 30 days so arrangements can be made to make up the payment. If a student does not make up the payment by the agreed date, or continues to miss tuition payments s/he may be withdrawn from the program until the problem is resolved. If a student fails to make payments when due, the account may be placed with a licensed collection agency.

CONTINUING EDUCATION COURSES

ADMISSION REQUIREMENTS

Continuing education courses are open to anyone interested in the topic presented. Although these classes are designed specifically for yoga instructors, one does not have to be a yoga instructor to attend. Professionals in related areas will also benefit from the material presented.

Applicants are asked to submit a short paragraph about their interest in the course and professional background. Yoga Instructors will receive a certificate of completion at the end of the course that can be used to satisfy their Yoga Alliance continuing education requirements.

TUITION, CANCELLATION AND REFUND POLICIES

The cost for our specialty trainings is \$20/hour with a 10% discount available for early registration/payment. Student may register with a 25% deposit. If for any reason the course is cancelled or the applicant is not accepted, they will be entitled to a refund of all monies paid.

The Yoga Connection honors the three-day cancellation policy offered for our HTTIs. Students have three days from the date of their registration to withdrawal and receive a full refund of any monies paid. After three days the Yoga Connection will refund all monies paid, less the \$75 administrative fee.

Cancellations received less than two weeks prior to program start date will not receive a refund. Students may apply the amount paid to another Continuing Education Course within one year of their cancellation. The credit issued will be less a \$75 administrative fee. Please note: All refund requests must be made in writing.

BACK CARE YOGA TEACHER TRAINING

This course is for yoga teachers and students looking to gain a deeper understanding of back safety during asana practice. Participants will learn how to modify postures and which types of postures are most important for people with back care issues. The Back Care Yoga Teacher Training will prepare teachers to instruct students with moderate to severe back issues.

CEUs: Participants will earn 10 CEUs.

CHAIR YOGA TEACHER TRAINING

Chair Yoga is one of the most dynamic and gentle forms of yoga available! This course will help you bring the therapeutic benefits of yoga to a seated practice. A variety of yoga postures and techniques will be covered and adapted to the chair format. Yoga props and other unconventional props will be covered to help support and challenge students. This is a growing field in rehab centers, nursing homes and retirement communities. Our program is not just for yoga teachers. Chair Yoga Teacher Training is open to all healthcare providers, caregivers and personnel. This 10-hour course will provide useful tools to support your teaching.

CEUs: Participants will earn 10 CEUs.

KID YOGA TEACHER TRAINING

Participants will learn the principles of teaching Yoga and meditation to children, including how yoga can improve physical and mental health, working with kids of different abilities, designing classes for different ages and the benefits and precautions of yoga for children. Techniques covered include how to encourage creativity and self-expression, how to manage

stress and mood swings, yoga games, breathing techniques for better relaxation and concentration and the use of themes, props and music.

CEUs: Participants will earn 10 CEUs.

PRENATAL YOGA TEACHER TRAINING

Participants will learn how to teach Yoga at different stages of pregnancy, including safety considerations, special needs and the use of props to support a prenatal practice. The Anatomy and Physiology of pregnancy, labor and delivery will be covered, as well as physical and emotional changes of pregnancy. Students will learn how to teach breathing techniques for relaxation, pregnancy & labor and visualization, meditation and blessings for baby. The mystical view of conception will also be covered. This course is offered because of a growing need for qualified people to teach prenatal and postpartum yoga students. Students will participate in a Prenatal Yoga class and have the opportunity to assist in a Prenatal class for up to four weeks.

CEUs: Participants will earn 20 CEUs.

RESTORATIVE YOGA TEACHER TRAINING

Participants will learn warm-ups, sequencing, setups and transitions for Restorative Yoga poses and how to effectively use props. The indications and contraindications for specific poses will be covered and the role of the parasympathetic nervous system in Restorative Yoga. Students will participate in an actual Restorative class and also learn how to work one-on-one with students.

CEUs: Participants will earn 10 CEUs.



“TO TEACH IS TO LEARN”